

**751—1.5 (17A,8D) Administrative elements of the commission.**

**1.5(1) *Executive director.*** The executive director or the commission's designee administers the programs and services of the commission in compliance with the Iowa Code and the rules adopted by the commission. The executive director's office is responsible for providing legislative liaison and public information functions, as well as providing administrative support to the commission. The executive director's office provides information and education to the public about the commission and the fiberoptic network and maintains the commission's Web site.

**1.5(2) *Administrative elements.*** In order to carry out the functions of the commission, the following divisions have been established:

*a.* The administrative division coordinates the activities between the engineers, individual sites, and authorized users. The division is responsible for providing cost estimates for services; tracking service requests; executing installation services; assisting authorized users in finding the best structure to meet the users' needs; developing new products and services; maintaining price tables; and providing customer service and assistance. The division is also responsible for maintaining the financial books and records of the commission, accounting, billing, asset inventory and management, personnel transactions, travel vouchers, claims for payments of goods and services, processing cash receipts, purchasing, and contracting activities, as well as coordination with the attorney general's office for legal counsel.

*b.* The network operations and engineering division is responsible for provisioning of video services, data/Internet services, and voice services for authorized users. The division is responsible for all operational aspects of the fiberoptic network. The division is responsible for the technical operation of the fiberoptic network, including research and development; network systems; agency information systems functions; and maintenance of a circuit database.

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